

# WU07

## Notice of progress report in a winding-up by the court



Companies House

SATURDAY



A13 \*A7HHGLEO\* #53  
27/10/2018  
COMPANIES HOUSE

### 1 Company details

Company number	0	1	2	7	9	9	5	4
Company name in full	S. & H. Recovery Services Limited							

→ Filling in this form  
Please complete in typescript or in bold black capitals.

### 2 Liquidator's name

Full forename(s)	Michael
Surname	Jenkins

### 3 Liquidator's address

Building name/number	11 Clifton Moor Business Village
Street	James Nicolson Link
Post town	Clifton Moor
County/Region	York
Postcode	Y O 3 0 4 X G
Country	

### 4 Liquidator's name ①

Full forename(s)	Andrew
Surname	Mackenzie

① Other liquidator  
Use this section to tell us about another liquidator.

### 5 Liquidator's address ②

Building name/number	11 Clifton Moor Business Village
Street	James Nicolson Link
Post town	Clifton Moor
County/Region	York
Postcode	Y O 3 0 4 X G
Country	

② Other liquidator  
Use this section to tell us about another liquidator.

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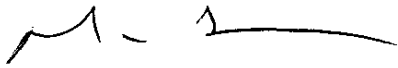
**6** **Period of progress report**

From date	<sup>d</sup> 1	<sup>d</sup> 4	<sup>m</sup> 0	<sup>m</sup> 8	<sup>y</sup> 2	<sup>y</sup> 0	<sup>y</sup> 1	<sup>y</sup> 7	
To date	<sup>d</sup> 1	<sup>d</sup> 3	<sup>m</sup> 0	<sup>m</sup> 8	<sup>y</sup> 2	<sup>y</sup> 0	<sup>y</sup> 1	<sup>y</sup> 8	

**7** **Progress report**

<input checked="" type="checkbox"/> The progress report is attached	
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**8** **Sign and date**

Liquidator's signature	Signature <b>X</b>  <b>X</b>								
Signature date	<sup>d</sup> 0	<sup>d</sup> 9	<sup>m</sup> 1	<sup>m</sup> 0	<sup>y</sup> 2	<sup>y</sup> 0	<sup>y</sup> 1	<sup>y</sup> 8	

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 **Presenter information**

You do not have to give any contact information, but if you do it will help Companies House if there is a query on the form. The contact information you give will be visible to searchers of the public record.

Contact name **Michael Jenkins**

Company name **Begbies Traynor (Central) LLP**

Address **11 Clifton Moor Business Village  
James Nicolson Link**

Post town **Clifton Moor**

County/Region **York**

Postcode 

Y	O	3	0	4	X	G
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Country

DX

Telephone **01904 479801**

 **Checklist**

We may return forms completed incorrectly or with information missing.

Please make sure you have remembered the following:

- The company name and number match the information held on the public Register.
- You have attached the required documents.
- You have signed the form.

 **Important information**

All information on this form will appear on the public record.

 **Where to send**

You may return this form to any Companies House address, however for expediency we advise you to return it to the address below:

The Registrar of Companies, Companies House,  
Crown Way, Cardiff, Wales, CF14 3UZ.  
DX 33050 Cardiff.

 **Further information**

For further information please see the guidance notes on the website at [www.gov.uk/companieshouse](http://www.gov.uk/companieshouse) or email [enquiries@companieshouse.gov.uk](mailto:enquiries@companieshouse.gov.uk)

This form is available in an alternative format. Please visit the forms page on the website at [www.gov.uk/companieshouse](http://www.gov.uk/companieshouse)



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**S. & H. Recovery Services Limited  
(In Compulsory Liquidation)**

Sheffield County Court No. 535 of 2012

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Progress report

Period: 14 August 2017 to 13 August 2018

### **Important Notice**

This progress report has been produced solely to comply with our statutory duty to report to creditors and members of the Company on the progress of the liquidation. The report is private and confidential and may not be relied upon, referred to, reproduced or quoted from, in whole or in part, by creditors and members for any purpose other than this report to them, or by any other person for any purpose whatsoever.

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## **Contents**

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# 1. INTERPRETATION

<b><u>Expression</u></b>	<b><u>Meaning</u></b>
"the Company"	S. & H. Recovery Services Limited (In Compulsory Liquidation)
"the liquidation"	The appointment of liquidators by the Court pursuant to Section 140 of the Act on 14 August 2012
"the liquidators", "we", "our" and "us"	Michael Jenkins and Andrew Mackenzie both of Begbies Traynor (Central) LLP, 11 Clifton Moor Business Village, James Nicolson Link, Clifton Moor, York, YO30 4XG
"the Act"	The Insolvency Act 1986 (as amended)
"the Rules"	The Insolvency (England and Wales) Rules 2016 (as amended)
"secured creditor" and "unsecured creditor"	Secured creditor, in relation to a company, means a creditor of the company who holds in respect of his debt a security over property of the company, and "unsecured creditor" is to be read accordingly (Section 248(1)(a) of the Act)
"security"	(i) In relation to England and Wales, any mortgage, charge, lien or other security (Section 248(1)(b)(i) of the Act); and (ii) In relation to Scotland, any security (whether heritable or moveable), any floating charge and any right of lien or preference and any right of retention (other than a right of compensation or set off) (Section 248(1)(b)(ii) of the Act)
"preferential creditor"	Any creditor of the Company whose claim is preferential within Sections 386, 387 and Schedule 6 to the Act

# 2. COMPANY INFORMATION

Trading name:	S & H Recovery Services Limited
Company registered number:	01279954
Company registered office:	11 Clifton Moor Business Village, James Nicolson Link, Clifton Moor, York, YO30 4XG
Former trading address:	Grove Hall Garage, Great North Road, Knottingley, WF11 0AF Osbourne Road, Stallingborough, Grimsby, DN41 8DG Redhouse Garage, 197 Great North Road, Doncaster, DN6 7EJ

### 3. DETAILS OF APPOINTMENT OF LIQUIDATORS

Date of winding up order:	14 August 2012
Date of liquidators' appointment:	Andrew Clay - 14 August 2012 Rob Sadler – 14 August 2012 Andrew Mackenzie – 17 Decembers 2014 Michael Jenkins – 9 May 2018
Changes in liquidator (if any):	Andrew Mackenzie replaced Andrew Clay as Joint Liquidator of the Company on 9 May 2018 by order of the Court.  Michael Jenkins replaced Rob Sadler as Joint Liquidator of the Company on 9 May 2018 by order of the Court.

### 4. PROGRESS DURING THE PERIOD COVERED BY THIS REPORT

This is our sixth progress report and should be read in conjunction with our previous progress reports.

#### **Receipts and Payments**

Attached at Appendix 1 is our abstract of receipts and payments for the period from 14 August 2017 to 13 August 2018.

**What work has been done in the period of this report, why was that work necessary and what has been the financial benefit (if any) to creditors?**

Details of the types of work that generally fall into the headings mentioned below are available on our firm's website - <http://www.begbies-traynorgroup.com/work-details> Under the following headings we have explained the specific work that has been undertaken on this case. Not every piece of work has been described, but we have sought to give a proportionate overview which provides sufficient detail to allow creditors to understand what has been done, why it was necessary and what financial benefit (if any) the work has provided to creditors.

The costs incurred in relation to each heading are set out in the Time Costs Analysis which is attached at Appendix 2. There is an analysis for the period of the report and also an analysis of time spent on the case since the date of our appointment. The details below relate to the work undertaken in the period of the report only. Our previous reports contain details of the work undertaken since our appointment.

#### General case administration and planning

It is necessary to maintain records to demonstrate how the case was administered and to document the reasons for any decisions that materially affect the case. We have monitored and ensured that the case is adequately bonded (an insurance to protect the interests of unsecured creditors in the potential asset realisations on a case). Cashiering duties, such as banking funds, maintaining accounting records and invoicing in respect of remuneration and disbursements, which is undertaken by support staff throughout the duration of the case. Develop and review the strategy in respect of certain key elements, such as asset realisations and investigations, dependent upon the specific circumstances of a case. Periodic reviews are carried out in order to ensure that asset realisations and investigations are progressing satisfactorily and that statutory requirements of the relevant legislation are complied with.

This has not benefitted creditors financially but was necessary in accordance with insolvency legislation.

#### Compliance with the Insolvency Act, Rules and best practice

Produce a progress report to all creditors and members for the 12 month period ended 13 August 2017 which is also filed with the Registrar of Companies.

This has not benefitted creditors financially but was necessary in accordance with insolvency legislation.

#### Investigations

During the reporting period, we have continued with our review of the Company's records and the conduct of its directors. Our investigations have highlighted numerous transactions and concerns regarding certain issues, namely monies being paid to an associated Company (known as Sparrow Recovery) that were actually due to the Company and invoices being issued in the name of Sparrow Recovery relating to works actually carried out by the Company before it ceased to trade. We have written to the directors for the comments in relation to both issues.

#### Realisation of assets

Whilst there has been no realisations during the reporting period (save for bank interest), we undertook a complete review of the book debt ledger to determine the level of those monies that may have been paid to the associated Company (as detailed above).

We have also continued to correspond with our solicitors in relation to the rents due regarding the land at Skellow. The current tenant is investigating the position and this matter is ongoing.

We have also liaised with our insurers in relation of an Insurance refund which is due to the Company of approximately £500.

#### Dealing with all creditors' claims (including employees), correspondence and distributions

Creditors have been provided with updates on request, in addition to being provided a copy of the progress report covering the 12 month period ended 13 August 2017. We also agreed the claims of unsecured creditors and declared an interim dividend.

#### Other matters which includes seeking decisions of creditors via the deemed consent procedure and/or decision procedures, tax, litigation, pensions and travel

We are required to submit returns to HM Revenue & Customs for VAT and Corporation Tax in respect of the periods after the date of our appointment. This will not benefit creditors financially but is necessary pursuant to tax and insolvency legislation.

## 5. ESTIMATED OUTCOME FOR CREDITORS

Details of the sums owed to each class of the Company's creditors were provided in our progress report for the period 14 August 2012 to 13 August 2013.

On the basis of realisations to date and estimated future realisations we estimate an outcome for each class of the Company's creditors as follows:

#### **Secured creditors**

As detailed in our previous progress report, the secured creditors (namely the Royal Bank of Scotland and Aldermore Invoice Finance) have been repaid in full.



### **Preferential creditors**

The preferential claims related to employee claims for arrears of pay and holiday pay and total £23,627. A dividend of 100p in the £ was distributed to all preferential creditors on 13 October 2017.

### **Prescribed Part for unsecured creditors pursuant to Section 176A of the Act**

Section 176A of the Act provides that, where the company has created a floating charge on or after 15 September 2003, the liquidator must make a prescribed part of the Company's net property available for the unsecured creditors and not distribute it to the floating charge holder except in so far as it exceeds the amount required for the satisfaction of unsecured debts. Net property means the amount which would, were it not for this provision, be available to floating charge holders out of floating charge assets (i.e. after accounting for preferential debts and the costs of realising the floating charge assets). The prescribed part of the Company's net property is calculated by reference to a sliding scale as follows:

- 50% of the first £10,000 of net property;
- 20% of net property thereafter;
- Up to a maximum amount to be made available of £600,000

A liquidator will not be required to set aside the prescribed part of net property if:

- the net property is less than £10,000 and the liquidator thinks that the cost of distributing the prescribed part would be disproportionate to the benefit; (Section 176A(3)) or
- the liquidator applies to the court for an order on the grounds that the cost of distributing the prescribed part would be disproportionate to the benefit and the court orders that the provision shall not apply (Section 176A(5)).

To the best of our knowledge and belief, there are no unsatisfied floating charges created or registered on or after 15 September 2003 and, consequently, there is no net property as defined in Section 176A(6) of the Act and, therefore, no prescribed part of net property is available for distribution to the unsecured creditors.

### **Unsecured creditors**

We have admitted claims in the total sum of £1,267,778.31

A interim dividend of 2.5 pence in the £1 has been paid to the unsecured creditors on 5 January 2018. The timing and level of any further dividend will be determined on the recoveries made in relation to the rents due regarding the land at Skellow and any settlement reached regarding the claims against the directors and/or Sparrow Recovery.

## **6. REMUNERATION & DISBURSEMENTS**

### **Remuneration**

Our remuneration has been fixed by a resolution of creditors at a meeting held on 8 November 2013 by reference to the time properly given by us (as liquidators) and the various grades of our staff calculated at the prevailing hourly charge out rates of Begbies Traynor (Central) LLP in attending to matters arising in the liquidation.

Our time costs for the period from 14 August 2017 to 13 August 2018 amount to £13,525 which represents 60.7 hours at an average rate of £ 222.82 per hour.

The following further information in relation to our time costs and disbursements is set out at Appendix 2:

- Time Costs Analysis for the period 14 August 2017 to 13 August 2018
- Begbies Traynor (Central) LLP's charging policy

To 13 August 2018, we have drawn the total sum of £133,500 on account of our remuneration, against total time costs of £134,659 incurred since the date of our appointment.

#### **Time Costs Analysis**

The Time Costs Analysis for the period of this report attached at Appendix 2 shows the time spent by each grade of staff on the different types of work involved in the case, and gives the total costs and average hourly rate charged for each work type. An additional analysis is also attached which details the time costs for the entire period for which we have administered the liquidation.

Please note that each analysis provides details of the work undertaken by us and our staff following our appointment only.

#### **Disbursements**

To 13 August 2018, we have also drawn disbursements in the sum of £11,082.07.

#### **Category 2 Disbursements**

In accordance with the approval obtained from creditors at the meeting held on 8 November 2013, the following Category 2 disbursements and disbursements which should be treated as Category 2 disbursements have been charged to the case since the date of our appointment in accordance with our firm's policy, a copy of which is at Appendix 2.

<b>Other amounts paid or payable to the office holder's firm</b>	
<b>Type and purpose</b>	<b>Amount £</b>
Mileage	692.10
<b>TOTAL</b>	<b>692.10</b>

#### **Disbursements treated as Category 2 disbursements**

<b>Amounts paid to any party in which we or our firm or any associate has an interest:</b>	
<b>Type and purpose</b>	<b>Amount £</b>
Eddisons – Site Clearance/Inspection	3,445.00
<b>TOTAL</b>	<b>3,445.00</b>

A copy of 'A Creditors' Guide to Liquidators Fees (E&W) 2011' which provides guidance on creditors' rights on how to approve and monitor a Liquidator's remuneration and on how the remuneration is set can be obtained online at [www.begbies-traynor.com/creditorsguides](http://www.begbies-traynor.com/creditorsguides) Alternatively, if you require a hard copy of the Guide, please contact our office and we will arrange to send you a copy.

## 7. LIQUIDATORS' EXPENSES

A statement of the expenses incurred during the period of this progress report is attached at Appendix 3. A cumulative statement showing the total expenses incurred since the date of our appointment also appears at Appendix 3.

## 8. ASSETS THAT REMAIN TO BE REALISED AND WORK THAT REMAINS TO BE DONE

**What work remains to be done, why is this necessary and what financial benefit (if any) will it provide to creditors?**

### General case administration and planning

We will ensure that the case is adequately bonded (an insurance to protect the interests of unsecured creditors in the potential asset realisations on a case). This category also includes cashiering duties, such as banking funds, maintaining accounting records and invoicing in respect of remuneration and disbursements, which is undertaken by support staff throughout the duration of the case. It also includes all work undertaken in respect of the closure of the case, such as the final file review and calculation/payment of final fees and expenses.

This will not benefit creditors financially but is necessary in accordance with insolvency legislation.

### Compliance with the Insolvency Act, Rules and best practice

The Insolvency Act 1986 and the Insolvency Rules 1986, together with subsequent amendments, require insolvency practitioners holding office to produce progress reports and a final report to all creditors and members and file information with the Registrar of Companies including, but not limited to, the required forms and the final report.

This will not benefit creditors financially but is necessary in accordance with insolvency legislation.

### Investigations

Enquiries are ongoing in relation to transactions with an associated Company.

### Realisation of assets

We will continue to correspond with our solicitors in relation to the rents due regarding the land at Skellow and liaise with the directors/Sparrow Recovery regarding the monies which we believe have been paid to them in error.

### Dealing with all creditors' claims (including employees), correspondence and distributions

We will continue to liaise with creditors generally and when necessary and, if funds allow, declare a final dividend to unsecured creditors.

### Other matters which includes seeking decisions of creditors via the deemed consent procedure and/or decision procedures, tax, litigation, pensions and travel

The preparation and submission of tax returns. We have not accounted for any litigation that might be necessary in respect of the pursuit of monies owed to the Company in relation to the rent at the land at Skellow.

### **How much will this further work cost?**

We estimate our time costs for completing the work will be in the region of £7,500 to £10,000.

### **Expenses**

Details of the expenses that we expect to incur in connection with the work that remains to be done referred to above are as follows:

Legal Fees - £2,500 to £5,000

## **9. OTHER RELEVANT INFORMATION**

### **Investigations**

You may be aware that a liquidator has a duty to enquire into the affairs of an insolvent company to determine its property and liabilities and to identify any actions which could lead to the recovery of funds. We can confirm that we have discharged our duties in these respects.

### **Connected party transactions**

We have not been made aware of any sales of the Company's assets to connected parties.

### **Use of personal information**

Please note that in the course of discharging our statutory duties as liquidators, we may need to access and use personal data, being information from which a living person can be identified. Where this is necessary, we are required to comply with data protection legislation. If you are an individual and you would like further information about your rights in relation to our use of your personal data, you can access the same at <https://www.begbies-traynorgroup.com/privacy-notice>. If you require a hard copy of the information, please do not hesitate to contact us.

### **Change of Liquidator**

On 9 May 2018 Michael Jenkins replaced Rob Sadler as Joint Liquidator of the Company by Order of the Court. The Order was advertised in the London Gazette on 1 June 2018. Under the terms of the Order, Rob Sadler was granted his release, or discharge from liability as appropriate, 21 days after the publication of the Order in the London Gazette and/or the filing with the Registrar of Companies and/or the notification to the Secretary of State. We also write to advise all creditors and members that they are at liberty to apply to discharge or vary the Order upon an application to the Court.

## **10. CREDITORS' RIGHTS**

### **Right to request further information**

Pursuant to Rule 18.9 of the Rules, within 21 days of the receipt of this report a secured creditor, or an unsecured creditor with the concurrence of at least 5% in value of the unsecured creditors, including that creditor, (or an unsecured creditor with less than 5% in value of the unsecured creditors, but with the permission of the court) may request in writing that we provide further information about our remuneration or expenses which have been incurred during the period of this progress report.

### **Right to make an application to court**

Pursuant to Rule 18.34 of the Rules, any secured creditor or any unsecured creditor with the concurrence of at least 10% in value of the unsecured creditors including that creditor, (or any unsecured creditors with less than 10% in value of the unsecured creditors, but with the permission of the court) may within 8 weeks of receipt of this progress report make an application to court on the grounds that the remuneration charged or the expenses incurred during the period of this progress report are excessive or, in relation to the basis fixed for our remuneration, inappropriate.

## **11. CONCLUSION**

We will report again in approximately twelve months time or at the conclusion of the liquidation, whichever is the sooner.



**Michael Jenkins**  
Joint Liquidator

Dated: 9 October 2018

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# ACCOUNT OF RECEIPTS AND PAYMENTS

Period: 14 August 2017 to 13 August 2018

**S. & H. Recovery Services Limited**  
**(In Liquidation)**  
**Joint Liquidators' Summary of Receipts & Payments**

	From 14/08/2017 To 13/08/2018 £	From 14/08/2012 To 13/08/2018 £
<b>SECURED ASSETS</b>		
Freehold Land & Property	NIL	760,222.00
	NIL	760,222.00
<b>COSTS OF REALISATION</b>		
Legal Fees	NIL	20,482.80
Agents/Valuers Fees	NIL	16,934.50
Ground rent re Stallingborough	NIL	22,800.00
Facilities Management Fees	NIL	600.00
Property Expenses	NIL	1,629.25
	NIL	(62,446.55)
<b>SECURED CREDITORS</b>		
Royal Bank of Scotland	NIL	425,641.33
	NIL	(425,641.33)
<b>ASSET REALISATIONS</b>		
Rent - Stallingborough	NIL	22,000.00
Rent - Skellow	NIL	7,500.00
Furniture & Equipment	NIL	308.50
Book Debts	NIL	2,058.46
Bank Charges Refund	NIL	28,734.24
Sundry Refund	NIL	204.23
VAT Refund	NIL	4,243.34
Rates Refund	NIL	144.42
Bank Interest (Gross)	154.24	357.89
Bank Interest (Net)	NIL	29.08
Surplus from CVA	NIL	57.95
Contribution to Legal Fees	NIL	1,504.03
Petitioner's Deposit	NIL	1,165.00
	154.24	68,307.14
<b>COST OF REALISATIONS</b>		
O.R. Disbursements	NIL	2,235.00
DBIS Cheque Fees	564.33	769.80
Secretary of State Fees	408.64	51,799.85
Specific Bond	NIL	220.00
Nominees Fee	NIL	10,000.00
Supervisors Fees and Disbursements	NIL	31,694.00
Office Holders Fees	33,500.00	133,500.00
Liquidators' Disbursements	4.64	4.64
Payroll Assistance	NIL	580.00
Accountants Fees	NIL	9,000.00
Agent's Fees and Disbursements	NIL	1,950.96
Legal Fees	NIL	7,854.10
Search Fees	NIL	1.00
Corporation Tax	30.85	71.58
Site Clearance/Inspection Costs	NIL	3,445.00
Travel & Subsistence	9.00	706.26
Companies House	NIL	4.00
Storage Costs	16.11	130.87
Statutory Advertising	84.60	148.10
Debt Collection Costs	420.00	420.00
Insurance of Assets	NIL	12,693.50
Bank Charges	88.00	506.00
Land Registry	NIL	12.00
	(35,126.17)	(267,746.66)

**S. & H. Recovery Services Limited  
(In Liquidation)  
Joint Liquidators' Summary of Receipts & Payments**

	From 14/08/2017 To 13/08/2018 £	From 14/08/2012 To 13/08/2018 £
<b>PREFERENTIAL CREDITORS</b>		
Employees re Arrears/Hol Pay	16,969.52	16,969.52
Tax/ NIC Deductions	6,658.47	6,658.47
	<u>(23,627.99)</u>	<u>(23,627.99)</u>
<b>UNSECURED CREDITORS</b>		
Trade Creditors	4,041.21	4,041.21
Employees	455.93	455.93
Redundancy Payments Office	2,824.18	2,824.18
HMRC	24,270.65	24,270.65
	<u>(31,591.97)</u>	<u>(31,591.97)</u>
	<b><u>(90,191.89)</u></b>	<b><u>17,474.64</u></b>
<b>REPRESENTED BY</b>		
VAT Receivable		1,200.93
Insolvency Services Account		16,273.71
		<u><b>17,474.64</b></u>



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## TIME COSTS AND DISBURSEMENTS

- a. Begbies Traynor (Central) LLP's charging policy;
- b. Time Costs Analysis for the period from 14 August 2017 to 13 August 2018; and
- c. Cumulative Time Costs Analysis for the period from 14 August 2012 to 13 August 2018.

## **BEGBIES TRAYNOR (CENTRAL) LLP CHARGING POLICY**

### **INTRODUCTION**

This note applies where a licensed insolvency practitioner in the firm is acting as an office holder of an insolvent estate and seeks creditor approval to draw remuneration on the basis of the time properly spent in dealing with the case. It also applies where further information is to be provided to creditors regarding the office holder's fees following the passing of a resolution for the office holder to be remunerated on a time cost basis. Best practice guidance<sup>1</sup> requires that such information should be disclosed to those who are responsible for approving remuneration.

In addition, this note applies where creditor approval is sought to make a separate charge by way of expenses or disbursements to recover the cost of facilities provided by the firm and also where payments are to be made to outside parties in which the office holder or his firm or any associate has an interest. Best practice guidance<sup>2</sup> requires that such charges should be disclosed to those who are responsible for approving the office holder's remuneration, together with an explanation of how those charges are calculated.

### **OFFICE HOLDER'S FEES IN RESPECT OF THE ADMINISTRATION OF INSOLVENT ESTATES**

The office holder has overall responsibility for the administration of the estate. He/she will delegate tasks to members of staff. Such delegation assists the office holder as it allows him/her to deal with the more complex aspects of the case and ensures that work is being carried out at the appropriate level. There are various levels of staff that are employed by the office holder and these appear below.

The firm operates a time recording system which allows staff working on the case along with the office holder to allocate their time to the case. The time is recorded at the individual's hourly rate in force at that time which is detailed below.

### **EXPENSES INCURRED BY OFFICE HOLDERS IN RESPECT OF THE ADMINISTRATION OF INSOLVENT ESTATES**

Best practice guidance classifies expenses into two broad categories:

- *Category 1 disbursements (approval not required)* - specific expenditure that is directly related to the case usually referable to an independent external supplier's invoice. All such items are charged to the case as they are incurred.
- *Category 2 disbursements (approval required)* - items of incidental expenditure directly incurred on the case which include an element of shared or allocated cost and which are based on a reasonable method of calculation.

(A) The following items of expenditure are charged to the case (subject to approval):

- Internal meeting room usage for the purpose of statutory meetings of creditors is charged at the rate of £100 per meeting;
- Car mileage is charged at the rate of 45p per mile;
- Storage is provided by a connected storage company in which D F Wilson and J N R Pitts have an interest. Boxes are supplied at a cost of £4 each and boxes are stored at a cost of £12 per box per annum. Destruction charges are £5 per box. Van hire/transportation costs are charged at 75p per mile.

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<sup>1</sup> Statement of Insolvency Practice 9 (SIP 9) – Remuneration of insolvency office holders in England & Wales

<sup>2</sup> Ibid 1

- Asset Appraisal and Disposal services are provided by BTG Asset Consulting, a division of BTG Consulting LLP, which is part of Begbies Traynor Group plc. Due to the varied nature of the work carried out, asset Appraisal and Disposal costs are charged on one or more of the following basis. These costs are paid from asset realisations of the company.
    1. Time costs of £125 per hour
    2. 10% of realisations in respect of asset sales
    3. A fixed charge fee in respect of specialised advice.
  - The location of assets or individuals, surveillance and other investigative services are provided by BTG Intelligence, which is part of the Begbies Traynor Group plc. Costs are charged from £250 per hour.
- (B) The following items of expenditure will normally be treated as general office overheads and will not be charged to the case although a charge may be made where the precise cost to the case can be determined because the item satisfies the test of a *Category 1 disbursement*.
- Telephone and facsimile
  - Printing and photocopying
  - Stationery

### **BEGBIES TRAYNOR (CENTRAL) LLP CHARGE-OUT RATES**

Begbies Traynor is a national firm. The rates charged by the various grades of staff that may work on a case are set nationally, but vary to suit local market conditions. The rates applying to the York office as at the date of this report are as follows:

<b>Grade of staff</b>	<b>Standard charge-out rate from 1 May 2011 until further notice (£ per hour)</b>
Partner	395
Director	345
Senior Manager	310
Manager	265
Assistant Manager	205
Senior Administrator	175
Administrator	135
Trainee Administrator	110
Support	110

Prior to 1 May 2011, the following rates applied:

<b>Grade of staff</b>	<b>Standard charge-out rate (£ per hour)</b>
Partner 1	395
Partner 2	350
Director	325
Senior Manager	295
Manager	250
Assistant Manager	195
Senior Administrator	160
Administrator	130
Trainee Administrator	100
Support	100

Time spent by support staff for carrying out shorter tasks, such as typing or dealing with post, is not charged to cases but is carried as an overhead. Only where a significant amount of time is spent at one time on a case is a charge made for support staff.

Time is recorded in 6 minute units.



SIP0 S. & H. Recovery Services Limited - Winding Up Compulsory - 83SH068.WUC : Time Costs Analysis From 14/08/2012 To 13/08/2018

Staff Grade	Consultant/Partner	Director	Sr. Mgr	Mgr	Asst Mgr	Sr Admin	Admin	Jr Admin	Support	Total Hours	Time Cost £	Average Hourly Rate £
General Case Administration and Planning	14.1	3.2	3.0	2.0	5.5		14.5	0.5		42.8	11,278.50	263.40
Administration		3.5	7.9	0.9	0.4		30.5	5.5	6.0	54.7	8,359.50	171.11
Total for General Case Administration and Planning	14.1	6.7	10.9	2.8	5.8		46.0	6.0	6.0	97.8	20,633.00	211.62
Compliance with the Insolvency Act, Rules and best practice		1.0		0.3			5.0			6.3	1,099.50	174.52
Appointment							7.0	6.0	7.4	24.9	3,841.00	154.26
Banking and Bonding	0.4	2.5	0.7		0.9							
Case Closure												
Statutory reporting and statement of affairs	4.2	3.5	6.0				11.8	0.4		25.9	6,363.50	246.09
Total for Compliance with the Insolvency Act, Rules and best practice	4.6	7.0	6.7	0.3	0.9		23.8	6.4	7.4	67.1	11,304.00	167.87
investigations		0.8	4.0	1.1			5.3	1.0		12.2	2,633.00	216.62
DDA and investigations		0.8	4.0	1.1			5.3	1.0		12.2	2,633.00	216.62
Total for investigations		0.8	4.0	1.1			5.3	1.0		12.2	2,633.00	216.62
realisation of assets		0.5	6.7				10.8	2.8		21.1	4,067.50	192.77
Debt collection							10.8	2.8		21.1	4,067.50	192.77
Property, business and asset sales	16.7	117.5	62.7	16.2	2.3		17.3	0.4		233.1	73,715.00	316.24
Retention of Title/Third party assets												
Total for Realisation of assets	16.7	118.0	69.4	18.2	2.6		28.1	3.3		264.2	77,782.00	306.99
Trading												
Trading												
Total for Trading												
Dealing with all creditors claims (including employees), correspondence and distributions			0.3	0.7			1.8			2.8	621.50	188.25
Secured												
Others	0.1	6.7	3.3	4.6			45.3	1.8		63.8	11,596.50	181.76
Creditors committee												
Total for Dealing with all creditors claims (including employees), correspondence and distributions	0.1	6.7	3.6	5.3			47.1	1.8		66.8	12,118.00	181.85
Other matters which includes seeking decisions of creditors												
Seeking decisions of creditors												
Meetings	6.7		6.0	1.5			1.0			15.2	5,039.00	331.51
Other			7.9	2.3			6.4	2.0		18.6	4,142.50	222.72
Tax		0.6	0.6				2.1		1.2	4.9	966.50	197.24
Litigation												
Total for Other matters	7.1	6.6	14.5	3.8			9.8	2.0	1.2	39.0	10,184.00	261.34
Total hours by staff grade	42.8	141.8	109.1	29.8	8.3		159.1	20.5	14.6	528.6		
Total time cost by staff grade	16,827.00	48,921.00	33,821.00	7,844.00	1,908.50		21,476.50	2,255.00	1,804.00	134,859.00		
Average hourly rate £:	395.00	346.00	310.00	265.00	205.00	0.00	135.00	110.00	110.00			253.71
Total fees drawn to date £:										133,600.00		

## STATEMENT OF EXPENSES

Type of expense	Name of party with whom expense incurred	Amount incurred £	Amount discharged £	Balance (to be discharged) £
Expenses incurred with entities not within the Begbies Traynor Group				
DBIS Cheque Fees	Insolvency Service	564.33	564.33	Nil
Secretary of State Fees	Insolvency Service	408.64	408.64	Nil
Statutory Advertising	Courts Advertising Limited <i>Category 1 Disbursement</i>	4.64	4.64	Nil
Corporation Tax	HM Revenue & Customs	30.85	30.85	Nil
Travel & Subsistence	<i>Category 2 Disbursement</i>	9.00	9.00	Nil
Storage Costs	Paperwise Limited	16.11	16.11	Nil
Statutory Advertising	Courts Advertising Limited	84.60	84.60	Nil
Debt Collection Costs	HLW Keeble Hawson LLP	420.00	420.00	Nil
Bank Charges	Insolvency Service	88.00	88.00	Nil
Specific Bond	Marsh Ltd <i>Category 1 Disbursement</i>	80.00	Nil	80.00

## CUMULATIVE STATEMENT OF EXPENSES

Type of expense	Name of party with whom expense incurred	Amount incurred £
O.R. Disbursements	Insolvency Service	2,235.00
DBIS Cheque Fees	Insolvency Service	769.80
Secretary of State Fees	Insolvency Service	51,799.85
Specific Bond	Marsh Ltd <i>Category 1 Disbursement</i>	300.00
Nominees Fee	Begbies Traynor (Central) LLP	10,000.00
Supervisors Fees and Disbursements	Begbies Traynor (Central) LLP	31,694.00
Statutory Advertising	Courts Advertising Limited <i>Category 1 Disbursement</i>	4.64
Payroll Assistance	Smith Craven	580.00
Accountants Fees	Keeble Hawson	9,000.00
Agent's Fees and Disbursements	CW Harrison & Son	58.80
Agent's Fees and Disbursements	Johnson Publishing	1,697.16
Agent's Fees and Disbursements	Landwood Group	120.00
Agent's Fees and Disbursements	WAE Group Ltd	75.00
Legal Fee	Begbies Traynor (Central) LLP	300.00
Legal Fee	Parisi Solicitors Ltd	5,200.00
Legal Fee	HLW Keeble Hawson	2,354.10
Search Fees	Companies House	1.00
Corporation Tax	HM Revenue & Customs	71.58
Site Clearance/ Inspection Costs	Eddisons Commercial <i>Category 2 Disbursement</i>	3,445.00
Mileage	Begbies Traynor (Central) LLP <i>Category 2 Disbursement</i>	692.10
Parking	Various <i>Category 1 Disbursement</i>	14.16
Companies House	Companies House <i>Category 1 Disbursement</i>	4.00



Storage Costs	Paperwise Limited <i>Category 1 Disbursement</i>	86.31
Storage Costs	Paperwise Limited	44.56
Statutory Advertising	Courts Advertising Limited <i>Category 1 Disbursement</i>	63.50
Statutory Advertising	Courts Advertising Limited	84.60
Debt Collection Costs	HLW Keeble Hawson LLP	420.00
Insurance of Assets	Marsh Ltd	12,693.50
Bank Charges	Insolvency Service	506.00
Land Registry	Land Registry <i>Category 1 Disbursement</i>	12.00